

# Schedule Update Request Form (SURF)

## Introduction

The Schedule Update Request Form (SURF) is an online tool, which is used for gathering schedule information from the technical leaders of each active project. Once a schedule is customized with input from the project team, the SURF forms are sent out to the assigned ADOT technical leaders and consultants. This form queries the technical leaders for status of the current activities in the project schedule and the ones planned within the following 60 workdays. The person assigned to update the SURF information for an activity will be the individual responsible for meeting the scheduled dates for that activity. Activities that are not updated will have a negative exponential affect on the project schedule.

## How to Use It – Getting Set Up

SURF's are currently sent every four weeks on a designated Monday morning (See [Data Date Calendar \(PDF\)](#)) and open for updates for one week. In the future, the SURF cycle will be bi-weekly, which will allow updates to be received for three days. An e-mail requesting updates is sent out to each technical leader who has a current activity(ies) to update. Technical leaders can log in at <https://www.azdot.gov/websignon/logon.asp> using their full e-mail address as the Userid.

ADOT PEP / SURF LOGIN

Please log in (ADOT use @AzDot.Gov)

Userid:

Password:

Login

PEP System - No account yet? Please join - here

SURF System - No account yet? Please join - here

Forgot your password? Click here

Change your password? Click here


Report System Problems

- If a technical leader does not have an account yet or has not received a password, click [SURF System - No account yet? Please join - here](#)


where he/she may contact Art Magaña at 602-712-7563 or their assigned project scheduler. Then the technical leader is added to the system and able to view their requested updates.

- If a password has already been assigned but not remembered, click on the [Forgot your password? Click here](#) and a new password will be sent to the registered e-mail address.
- Once a password is sent to a technical leader it can be changed to something easier to remember. This can be done from the SURF log in page, [Change your password? Click here](#).

Now, everything is set up to enter a schedule update. After logging in, the technical leaders will be able to see if SURF is active or inactive.




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**PPMS - Menu**  
 You are logged on as HGUVENEN@AZDOT.GOV | [Logoff](#)  
[Schedule Update Request Form \(SURF\) is active](#)  
**PM Report Updating is currently inactive.**

For PPMS information or questions: [PPMS Mailbox](#)

Next, each technical leader will be presented with a list of projects to update. Click on the underlined project link to review and update activities that are due for the current SURF period. Technical leaders are asked to update each project listed.



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**List of Projects to Update**  
 You are logged on as HGUVENEN@AZDOT.GOV  
 Click on Underlined Project Links to Update Activities Due This Period  
[To Review or Print your updates](#)  
[Return to Menu](#) | [Logoff](#)


RT	CD	MP	TRACS	D	PROJNAME	CPSID	TYPE OF WORK	PM	FY	BID READY	BID ADV	UPDATED
40	CN	195.0	H6366S1D	F	<a href="#">JCT 1-17 - EAST FLAGSTAFF TI</a>	<a href="#">AF1G</a>	RR 3.5" & ARFC	HALDUN GUVENEN 602-712-7725	06	11/01/2005	12/1/2005	Pending
89A	YV	324.0	H614801C	P	<a href="#">COYOTE SPRINGS - FOREST BOUNDARY</a>	<a href="#">NG1F</a>	4" AC+1/2" AR-ACFC & SHLD WIDEN	HALDUN GUVENEN 602-712-7725	05	03/01/2005	4/1/2005	Pending

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## How to Use It – Entering Activity Updates



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### List of Activities to Update

You are logged on as **HGUVENEN@AZDOT.GOV**

The Cutoff Data Date is **02/11/2005**









Use Calendar Icons to Enter Dates, Add Comments if Any

Click Update Box at Bottom Left To Submit Update to PPMS



[Help Messages](#) | 
 [FAQ](#) | 
 [View Schedule](#) | 
 [Return to Project Page](#) | 
 [Logoff](#)


RT	CO	MP	TRACS	D	PROJNAME	CPSID	TYPE OF WORK	PM	FY	BID READY	BID ADV	SCHEDULER
40	CN	195.0	H6366SID	F	JCT 1-17 - EAST FLAGSTAFF TI	AF1G	RR 3.5" & ARFC	<a href="#">HALDUN GUVENEN</a> 602-712-7725	06	11/01/2005	12/1/2005	<a href="#">Monica Baiza</a> 602-712-8764


Act ID	Description	Early Start	Early Finish	Orig. Dur.	Last Dur.	Actual Start	Actual Finish	Expected Finish	New RD
B643XPL	Prepare Design Stage III Roadway Submittal	10/01/2004	03/14/2005	110	20	<div>10/01/2004  </div> <div>Comments</div>	<div> </div>	<div> </div>	<div> </div>

For PPMS information or questions: [PPMS Mailbox](#)

- Enter **Actual Start Dates** and **Actual Finish Dates** by clicking the calendar  icon,
- If an activity has started, but not finished, enter the number of workdays remaining in the **New RD** (Remaining Duration) column or enter the **Expected Finish Date** using the calendar  icon.
- In **Comments**, enter any information that is relevant to the activity for the PM, scheduler, or project team.



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### List of Activities to Update

You are logged on as **HGUVENEN@AZDOT.GOV**

The Cutoff Data Date is **02/11/2005**







Use Calendar Icons to Enter Dates, Add Comments if Any

Click Update Box at Bottom Left To Submit Update to PPMS

[Help Messages](#) | 
 [FAQ](#) | 
 [View Schedule](#) | 
 [Return to Project Page](#) | 
 [Logout](#)

RT	CO	MP	TRACS	D	PROJNAME	CPSID	TYPE OF WORK	PM	FY	BID READY	BID ADV	SCHEDULER
40	CN	195.0	H6366S1D	F	JCT 1-17 - EAST FLAGSTAFF TI	AF1G	RR 3.5" & ARFC	<a href="#">HALDUN GUVENEN</a> 602-712-7725	06	11/01/2005	12/1/2005	<a href="#">Monica Baiza</a> 602-712-8764

**Data Updated**

Act ID	Description	Early Start	Early Finish	Orig. Dur.	Last Dur.	Actual Start	Actual Finish	Expected Finish	New RD
B643XPL	Prepare Design Stage III Roadway Submittal	10/01/2004	03/14/2005	110	20	<div>10/01/2004  </div> <div style="background-color: #0056b3; color: white; padding: 2px;">Comments</div>	<div> </div>	<div>03/14/2005  </div>	20



Update

For PPMS information or questions: [PPMS Mailbox](#)

- Click the **Update** button to record the new information before returning to the Project Page.
  - **Data Updated** will appear above **Act ID** when this is complete.
  - Be sure to click **Update** even if the activity is scheduled for the future.
- Use the **View Schedule** link to see what the current status of the whole project is.
- Click **Return to Project Page** to continue updating any remaining projects.

### Trouble Shooting / Tips

Some useful tips when submitting schedule updates:

- Use the calendar icon,  to select the date since they cannot be typed in.
- Use the clear icon,  to clear the contents of a date field if necessary.
- Use the **Review or Print Updates** link to check and print the updated material.
- If you are having problems, use the link at the top to read the [FAQ](#).
- Follow instructions in any error.
- If system problems are encountered use the [Report System Problems](#) link.
- If there are any schedule update questions or problems with the activities, please e-mail or call the scheduler listed for that project.

**Benefits**

SURF is an activity update tool that allows each technical leader to communicate with the PM, scheduler, and project team with current information on active activities. It allows the team to analyze the status of the project by viewing their activity(ies) and the schedule. They can see what activities are driving the project and what still needs to be completed for a successful project delivery.

**Next Steps**

Once the SURF cycle is complete and input for each project schedule is collected, PM Reports are sent out. This report is only sent to the project manager of each active project. During this process, the data is made available for PM review. This allows them to see which activities were updated, not updated, and perform a quality check. The project manager has access to enter comments for the APSR (Active Project Status Report), Issues and Actions, and History. The complete list of active projects including all schedule information and comments is available for review at:

<http://www.dot.state.az.us/ppms/pmmain.asp>.